

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 1999/09/27 : CIA-RDP91-00452R000100100032-3

EYES ONLY

DD/S&T# 1930-14

ORD-1314-74

20 MAY 1974

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and Technology

SUBJECT : 25X1A9a
Recommendation for Quality Step Increase -
[REDACTED]

25X1A9a

1. It is recommended that [REDACTED] Senior Secretary, Operations Technology Division, Office of Research and Development, be granted a Quality Step Increase from GS-07, step 9, to GS-07, step 10. This action is in recognition of her continued outstanding performance in behalf of this Office and the Directorate.

25X1A9a 2. [REDACTED] entered on duty with ORD in April of 1965. Her promotions to the grade of GS-06 and GS-07 occurred in 1965 and 1966, respectively. These personnel actions were in recognition of the competency brought to the position by this employee. It should be further noted that three separate division chiefs have rated her performance outstanding and that she received a "QSI" in 1970. Since that time, her performance has continued at an exceptionally high level in spite of increasing responsibilities and work assignment burdens.

25X1A9a 3. [REDACTED] has consistently performed at a level above that required or expected of people at her grade level. She is extremely competent from a technical viewpoint, mature, poised, and in every way a valued addition to the office in which she serves. In a quiet but extremely efficient manner, she directs the activities of the other members of the secretarial staff of one of ORD's more productive divisions. [REDACTED] has maintained her high level of performance through changes in work situations under three successive division chiefs, through changes occasioned by two major Office reorganizations with attendant administrative responsibilities brought on by

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the combining of two divisions, and through changes in secretarial staffing. During this period she has trained junior secretaries under her supervision so that they have been qualified to accept positions as senior secretaries. Thus, [REDACTED] performs as a true professional; her performance warrants formal recognition.

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4. In view of the above accomplishments, [REDACTED] willingness to accept responsibilities beyond her current assignment, her contributions to the Agency's mission in the broadest sense of professionalism, and her expected continued contributions, the Career Service Panel of the Office of Research and Development recommended that approval for a Quality Step Increase be requested. I concur in the action of the Panel and recommend that [REDACTED] be granted a Quality Step Increase.

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J. Sayre Stevens
Director of Research and Development

CONCUR: 25X1A9a
[REDACTED]

24 MAY 1974

Deputy Director for Science and Technology

Date

The recommendation contained in paragraph 1 is approved.

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J. Director of Personnel

24 MAY 1974

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